

# Fiscal 2014 Excel Automated Schedule A Instructions

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DLS has updated the Automated Schedule A program for Fiscal 2014. Upon completion in Excel, local officials can now upload the data to DLS Gateway using a free program that they can download from the [Community Software Consortium website](#).

## TO DOWNLOAD FROM DLS WEB PAGE:

- 1) Scroll down below to "[Get FY2014 Automated Schedule A Program](#)" from the DLS web site to select either "Download as Excel File" or "Download as a Zip File."
  1. Selecting "Download as Excel file"
  2. A File Download screen will appear asking you "Do you want to open or save this file?" Select Save.
  3. Select drive letter and folder where you wish to place the Scheda14.xls and remember this location.
  4. Click "Save", message returned "Download Complete"
  5. You are now ready input Schedule A
1. Selecting "Download as Zip file"
  2. A File Download screen will appear asking you "Do you want to open or save this file?" Select Save.
  3. Select drive letter and folder where you wish to place the schedule.zip and remember this location.
  4. Double-click "Schedule A.zip" file
  5. Double-click "Schedule A.xls" file displayed
  6. Do you want to open this file? Open
  7. if you see a yellow macro warning bar when opening the Automated Schedule A Program, click on the Enable Content button
  8. Schedule A.xls is now open and you should save this file to desired folder location in windows explorer.

## Getting Started:

When opening the automated Schedule A for the first time, please read the introduction that appears on the Start screen. It describes some of the features of the Automated Schedule A program and contains general instructions. You can return to it at any time by clicking on the Start tab at the bottom of the screen. When you are ready to begin, select your city or town from the City/Town drop-down list by clicking on the down arrow and scrolling until the name appears in the box. Data from Fiscal 2013 will be automatically loaded where needed. You are now ready to begin filling out the forms. Click on the appropriate worksheet tab corresponding to the Part you wish to work on.

*Do not use cut, copy or paste functions to move data around the workbook. Using these functions may damage macros or formulas, causing calculations to fail. To make a change to existing data, simply type in a new figure.*

The automated Schedule A program also includes "logical edit checks" designed to verify consistency of data. Just click on the Logical Edit tab to see if all logical edit checks have passed. Make corrections where failures occur, as certification of your Schedule A requires that all edits pass.

## Assistance or Comments:

If you have questions about the forms or the Schedule A process, please contact your community's Bureau of Accounts representative. Technical questions or comments regarding the Automated Schedule A workbook can be directed to DLS IT Support by calling (617) 626-2350 or by e-mail: [dlsitgroup@dor.state.ma.us](mailto:dlsitgroup@dor.state.ma.us)